

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

035 - PUBLIC HEALTH REGION - ZONOSIS CONTROL											
	41	ANIMAL RABIES INVESTIGATIONS	FE+2		FE+2	O		P			
	1496	FIELD SURVEILLANCE ACTIVITIES/COLLECTIONS	3		3	C		P	X		3 COPIES OF REPORTS ARE SUBMITTED TO THE LAB
1.1	40	ZOONOTIC DISEASE INVESTIGATIONS	AV		AV	C		P			LYME, HANTAVIRUS, PLAGUE
1.1	55	HUMAN RABIES PROPHYLAXIS SURVEILLANCE REPORTS	FE+7		FE+7	C		O			PAPER, ELECTRONIC
1.1	1486	CONTROL INVENTORY RECORDS-RABIES VACCINE	FE+5		FE+5	O		P	X		
1.1	1662	ANIMAL QUARANTINE FACILITY FILES	AC+5		AC+5	O		O			PAPER, ELECTRONIC
1.1	4901	VOIDED CERTIFICATES AND LICENSES	PM		PM	O		P			
1.1.007	1470	CORRESPONDENCE, ADMINISTRATIVE (INCLUDING LOCAL HEALTH DEPT. CORRESPONDENCE)	3		3	O	R	P	X		
1.1.008	1471	CORRESPONDENCE, GENERAL	1		1	O		O			PAPER, ELECTRONIC
1.1.019	1474	NEWS OR PRESS RELEASES	2		2	O	R	P			
1.1.043	4905	TRAINING MATERIALS	3		3	O		O			PAPER, ELECTRONIC, SLIDES. PRACTICAL EXAMS, PASS/FAIL LETERS, CERTIFICATES OF COMPLETION, ADMINISTRATIVE CORRESPONDENCE
1.1.067	44	REPORTS - ADMINISTRATIVE	3		3	O	R	P			
1.3.001	59	PUBLICATIONS/NEWSLETTERS, DIVISION GENERATED	US+5		US+5	O		P			
3.1.019	58	PERFORMANCE JOURNALS	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.4.006	49	TIME CARDS AND TIME SHEETS	4		4	O		O			PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	1485	TIME OFF AND SICK LEAVE REQUESTS	FE+3		FE+3	O		O			PAPER, ELECTRONIC

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

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035 - PUBLIC HEALTH REGION - ZOONOSIS CONTROL

4.3.002

1477 RECEIPTS (ANIMAL CONTROL OFFICER
TRAINING MANUALS, BIOLOGICALS, ETC.)

FE+3

FE+3 *

O

P

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